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Z#####>###Job Hunting &##Post-Employment Rules# #for Air Force Personnel

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Wright-Patterson AFB, OH14 February 1997

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#Ã#ÿÿ####ÿÿ#####ÿÿd#####Z#####c###Job hunting rulesRules while on  
terminal leavePost-employment restrictionsMiscellaneous rules#

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#####Z#####Job Hunting#Permissive TDY

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may use permissive TDY for job or house hunting20 days for CONUS-based members30  
days for members stationed overseasMust be within 180 days of retirement date;  
may take in conjunction with terminal leaveMay not use permissive TDY days to  
work

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###Job Hunting#Companies You're Working With Now#

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#@###Can't seek employment with a company if you are currently participating  
in any contract or other particular matter involving that company.  
Participation includes:Making decisions,Giving advice,Making recommendations,  
Conducting evaluations,Providing approval / disapproval, &Involvement in an  
investigation

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Working With Now

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#####If you're currently participating in a contract or other matter involving a  
company, you may not seek employment with the company. This includes:  
Discussing employment with an employee or representative of the company, &  
Sending resume or employment proposal to the company

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Letter

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with a company, but you want to, your supervisor must approve your  
disqualification from working on matters involving that companyApproval must be  
in writing (disqualification letter)Supervisor has the right to disapprove  
your request for disqualification3

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Hunting#Employment Contact Reporting Ruleÿ

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#²###If an employee (officer, enlisted or civilian) is --Participating  
personally & substantially in a procurement, andContacts, or is contacted by, a  
bidder or offeror regarding possible employment,then the employee must --Give  
written report to supervisor & JA, andEither (1) reject the possibility of  
employ-ment, or (2) be disqualified from working on procurement until job  
discussions end & there is no arrangement for employment

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Hunting#Employment Contact Reporting Ruleý

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#2###Rule applies only to contracts in excess of simplified acquisition  
threshold (\$100,000)Rule applies only between date when bids or proposals are  
received & contract award dateRule applies to contacts with ÿbiddersÿ &  
ÿofferorsÿA company is not a ÿbidderÿ or ÿofferorÿ until it submits a bid or  
offer

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Hunting#0ther Rulesy

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#s#ÿ#####ÿ#ÿd#####Z#####P###To discuss employment with a  
company:Not necessary to have firm retirement dateNot necessary to have applied  
for ret. dateSummary: You may seek employment with a company if:Your duties do  
not currently involve the company, andYou are not currently participating in a  
source selection in which the company is a bidder or offeror

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Z#####&###Job Hunting#After You've Found the Job

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a company (and you're still in the AF), you may not participate (through  
decisions, advice, recommendations, evaluations or an investigation) in: Any  
contract the company has, Any source selection in which the company is competing,  
OR Any other matter in which the company has a financial interest You may provide  
factual information to people



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óúýý####ýý####ÿ#ÿÿd#####Z#####.###Terminal Leave#Approval of  
Off-Duty Employment

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is considered off-duty employmentOff-duty employ. is approved via AF Form 3902  
Must be approved by immediate supervisor, JA, & approving authorityApplies to  
work as an employee or consultant

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#####Z#####5###Terminal Leave#Ban on Representation before US Govt. u

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###yy####yy#####y#y#d#####Z#####8###Officers and civilian employees may  
not represent anyone other than the U.S. before any Federal agency (rule N/A  
to enlisted)Examples of representation of a company:Attending a meeting with a  
Federal agencySigning a letter to a Federal agencyCalling Federal employees  
Behind the scenes assistance is OK

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Rules



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may work as Federal civilian employees (& may accept both active duty and  
civilian pay)Officers may not work as a registered agent of a foreign government  
Military members may not hold a civil office in the government of a State,  
county, city, or the District of Columbia (e.g. County Treasurer)

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compensation from KRLifetime ban on acting as KR's rep. on contract2-year ban on  
acting as KR's rep. on contractAdditional rules for G.O. & senior SES1-year ban  
on contacting AF employees1-year ban on advising foreign entitiesRules on  
retired military working for for. govt.'sRules for civilians leaving under  
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Employment#1-Year Compensation Banw

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positions, or who make one of seven types of decisions, on a contract over  
\$10 million, may not accept compensation from the contractor for 1 year1-year  
ban is on accepting compensation from the contractor as an employee, consultant,  
officer or directorBan can apply to officers, enlisted & civilians

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Selection AuthorityMember of Source Selection Evaluation BoardChief of financial  
or technical evaluation teamProgram ManagerDeputy Program ManagerAdministrative  
Contracting Officer

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Z#####7###Post-Employment#Decisions Resulting in 1-Year Comp. Banr

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over \$10 millionDecision to award a subcontract over \$10 millionDecision to  
award a modification that is over \$10 million of a contract or subcontract  
Decision to award a task order or delivery order over \$10 million

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#####Z#####7###Post-Employment#Decisions Resulting in 1-Year Comp. Ban

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or other rates applicable to a contract or contracts valued over \$10 million  
Decision to approve issuance of a contract payment or payments over \$10 million  
Decision to pay or settle claim over \$10 million

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Ban Starts to Run#

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C#yy####yy#####y#ydd#####Z#####For PCOs, SSAs, SSEB  
members, & evaluation team chiefs, ban starts on date on contract award  
Exception: If an individual was serving in the position on the date of  
contractor selection, but not on the date of contract award, the ban begins to  
run on date of contractor selectionFor PMs, DPMs & ACOs, ban starts to run on  
last day of service in the positionFor decisionmakers, ban starts on date of  
decision#

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of 1-Year Comp. Band

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not apply to accepting compensation from any division or affiliate of a  
contractor that does not produce the [same or similar products or services] as  
the entity of the contractor that has the contract the person worked on If 1-  
year ban applies:Individual may not accept compensation, &Contractor may not  
provide compensation



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Z#####5###Post-Employment#Legal Opinions under 1-Year Comp. Bann

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on whether 1-year ban applies to themThe legal opinion (ÿ30-day letterÿ)  
must be issued within 30 days after receipt of written request (or as soon  
thereafter as practicable)JA has handout for clients with instructions on how to  
prepare a request for 30-day letter #

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Representation Ban
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c#ÿÿ####ÿÿ#####ÿ #ÿÿd#####Z#####ç###If you participate personally  
& substantially in a contract (through decision, advice, recommenda-tions,  
evaluations or an investigation):You may go to work for the contractorYou may  
help contractor perform the contractYou may never act as contractor s  
negotiator, spokesperson or representative on the contractBan applies to  
officers & civilians, not enlistedBan applies to contracts & other particular  
matters

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personally & substantially in a contract, but contract was under your official  
responsibility during your last year in the govt.:You may go to work for the  
contractorYou may help contractor perform the contractYou may not, for 2 years  
after leaving govt., act as the contractor's negotiator, spokesperson or  
representative on the contractBan applies to officers & civilians, not enlisted  
Ban applies to contracts & other particular matters

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communicating with or appearing before any Federal employee, with the intent to  
influence the employee, regarding the contract (or other matter) that the ban  
applies toExamples:Acting as company's negotiatorSpeaking for company in  
contract disputeSeeking for the company a discretionary ruling, benefit, action  
or approval by the govt. (e.g. a contract claim, modification, ECP, etc.) #

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Representation Bansg



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with or appearing before Federal employees regard-ing a contract (or other  
matter) where there is no intent to influence (i.e. merely providing or  
obtaining information). Examples:Providing purely factual information to govt.  
personnel regarding a contractRequesting purely factual information from govt.  
personnel regarding a contractRequesting from the govt. publicly available  
documents related to a contract#

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ù#Âüý#####ý#ýd#####Z#####(###Post-Employment#1-Year No  
Contact Rule

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÷Mý#³#ÿÿ####ÿÿ#####ÿÿd#####Z#####{###General Officers & SES who are  
ES-6 or ES-5 may not, for 1 year after leaving their agency:Communicate with or  
appear before any officer or employee of their former agency, with intent to  
influence that personOn behalf of a third party (e.g. a contractor)In  
connection with any matter on which the third party seeks official action by  
their former agency (i.e. the Air Force)#

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#####Z#####7###Post-Employment#1-Year Ban on Advising Foreign Entitiesi

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÷-ü# #yy####yy#####y#yyd#####Z#####U###General Officers & SES who are  
ES-6 or ES-5 may not, for 1 year after leaving their agency:Represent a foreign  
entity before any US Govt. agency with intent to influence an official decision  
by that agency, ORAid or advise a foreign entity with intent to influence an  
official decision by a US Govt. agency (includes behind-the-scenes help) Foreign  
entity means a foreign government or foreign political party, but not a foreign  
non-government (i.e. private) corporation

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ù#Äÿÿ####ÿÿ####ÿÿ#ÿÿd#####Z#####7###Post-Employment#Retired Military  
Working for For. Govt.-

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÷½üV ##ÿÿ####ÿÿ####ÿ#ÿÿd#####Z#####w###Retired military officers &  
enlisted personnel may not work for a foreign government without prior approval  
by AF Personnel Center (AFPC)Also applies to reservists receiving retired pay  
Applies to educational or commercial institutions owned, operated or controlled  
by foreign govt.#Common law employee test# used to determine if you are an  
employee of the foreign govt.#

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    Ãûýý####ýý#####ÿ[]#ÿÿd#####Z#####===Post-Employment#Rules for  
Civilians Leaving under VERA / VSIP

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AuthorityVSIP -- Voluntary Separation Incentive PayFirst year-Can't become DOD  
employee againNext four years - Can become DOD employee again, but must repay  
incentiveCan become Federal employee outside DOD, but must repay incentive if do  
so within 5 yrsCan't receive personal services contract from DOD during first  
year#



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Employment#Recently Repealed Ruleso

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officers representing anyone in the sale of supplies or war materials to DOD  
(repealed on 13 Oct 94)2-year ban on retired officers representing anyone in  
sale of anything (goods or services) to their Military Service (repealed on  
10 Feb 96)Requirement to file DD Form 1787 if go to work for DOD contractor  
within 2 years after retirement (repealed on 10 Feb 96) [Note: Is currently  
no reporting requirement for post-gov. employment.]

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#s#yy####yy#####y#y#yd#####Z#####\*###G.O.s & SES must file termination  
SF 278Must file between 15 days before & 30 days after effective retirement  
dateIf retire between 1 Jan & 1 May (inclusive), one SF 278 can serve as annual  
& term. report278 is signed by sup. & filed at HQ USAF/JAGRetirement gifts may  
have to be reported

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Rules



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#s#ÿÿ####ÿÿ#####ÿÿÿÿd#####Z#####/###Retired officers & retired enlisted
may not voluntarily renounce U.S. citizenshipWill result in loss of retired pay
Dual citizenship is permissibleRetired officers & retired enlisted may not serve
in a foreign military serviceWill result in loss of retired payException for
newly democratic nations#
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